



LACE HOUSE RATES	Monday – Thursday	Friday & Sunday	Saturday
PEAK SEASON FULL DAY	\$1,800	\$2,800	\$4,100
REGULAR SEASON FULL DAY	\$1,500	\$2,300	\$3,500
PEAK SEASON HALF DAY	\$1,300	\$1,700	NOT AVAILABLE
REGULAR SEASON HALF DAY	\$1,100	\$1,400	NOT AVAILABLE

- **PEAK SEASON MONTHS:** March, April, May, June, September, October, and November
- **REGULAR SEASON MONTHS:** January, February, July, August, and December
- **A ONE-HOUR EARLY ARRIVAL RENTAL** is available for **\$200.00**
- **FULL DAY: 14 hours (9am – 11 pm)** including set up, event, and tear down
- **HALF DAY: 7 continuous hours** including set up, event, and tear down
- **HALF DAY RENTALS Thursday-Sunday CAN ONLY BE BOOKED 90 days prior**
- **Holiday rentals will be subject to venue's discretion and may include additional rental fee**
- Any LESSEE who rents the facilities for a full day can receive a **30%** discount on an additional rental in the same year including a rehearsal dinner or a \$300 three-hour portrait session at the Lace House

The following venues may be added to the Lace House rental for fees listed below.

WEDDING GARDEN	\$800.00
ARBOR GARDEN	\$800.00
MANSION MALL	\$900.00
MEMORIAL GARDEN *	\$1,100.00

* For the \$1,100 Memorial Garden rental, \$700 is payable directly to the Garden Club of South Carolina. This payment is due at least 60 days prior to event with rental balance and is non-refundable.

To reserve your date, a **non-refundable security deposit and signed contract** are needed. The security deposit is \$2,000 or full rental (whichever is less) and will be deducted from the rental balance. The balance of the rental fee is due no less than 60 days prior to event. A \$500.00 damage deposit check, and completed rental EVENT PLAN is due no less than 45 days before your event. After the event, if there are no damages, the damage deposit check will be shredded.

Thank you for your interest in the South Carolina Governor's Mansion Complex.



P (803)737-2235 F (803)737-3860

W WWW.LACEHOUSE.SC.GOV E LACEHOUSE@SCPRT.COM

SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

800 RICHLAND STREET • COLUMBIA, SOUTH CAROLINA 29201

SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX FACILITY RENTAL AGREEMENT

Today's Date: _____

EVENT DATE: _____

LESSEE Name: _____

Address: _____ City/State/Zip: _____

Cell: _____ Email: _____

Please put an asterisk by preferred contact method.

VENUE(S) RENTED:

Lace House: _____
Wedding Garden: _____
Arbor Garden: _____
Mansion Mall: _____
Memorial Garden: _____

RENTAL PURPOSE (such as wedding, meeting, birthday, shower, etc.): _____

If wedding, will ceremony be on site? _____ Ceremony Location: _____

RENTAL TYPE - PEAK: _____ REGULAR: _____

RENTAL DAY - Saturday: _____ Friday OR Sunday: _____ Monday-Thursday: _____

RENTAL HOURS - Full day rental is 9 am – 11 pm.

Arrival time (including set up): _____ Departure time (including tear down): _____

Tear down must be completed within the conclusion of the rental hours. If tear down is not completed, half of the damage deposit will be forfeited for the first hour and the entire deposit forfeited if over an hour after rental concludes. For example, with a full day rental, if tear down ends at 11:45pm, \$250 of the damage deposit will be lost. If tear down isn't complete by 12 am, the entire damage deposit will be lost. This includes the departure of all vendors.

Total Rental Fee: _____

Less Security Deposit: _____ Security deposit is due with signed contract to secure date.

Rental Balance : _____ Balance is **due two months prior to event** on or before: _____.

If cancellation occurs less than 90 days before event, all payments made are **non-refundable**. Any cancellation request must be made in writing.

Completed event plan and \$500 Damage Deposit due 45 days prior to event on or before: _____.

If LESSEE fails to submit rental balance, damage deposit, and/or event plan by due date, rental may be subject to cancellation.

By this agreement, _____, hereinafter referred to as the LESSEE, does contract with the SCPRT, hereafter referred to as the LESSOR, for use of the Lace House and Mansion Complex grounds designated above on _____ with _____ estimated number of guests.

Initial: _____

RENTAL USE AND PROCEDURES:

The Governor's Mansion Complex facilities and grounds contained within are the property of the State of South Carolina. The complex is operated and maintained for the purpose of housing the First Family and providing facilities for social and professional events hosted or sponsored by the Governor and First Lady. The facilities and grounds may also be leased to state agencies for the purpose of conducting meetings and social affairs relating to state government business. Additional uses for the facility such as wedding receptions, teas, and luncheons are at the discretion of the First Family.

Use:

- Any use of the complex shall respect the Governor's Mansion Commission's program for such properties, applicable laws, and the physical and logistical limitations of the property.
- Proposed uses not clearly within the purview of this agreement shall be subject to the prior approval of the Lace House Manager. The Lace House Manager has the sole and exclusive authority to determine what is a permitted use.
- Requests for any functions construed to be a danger to the houses, grounds or their contents, or result in excessive wear to the fabric of the houses or grounds will be denied. The Lace House Manager reserves the right to deny a reservation request for any reason she deems appropriate.
- Any changes in plans must be approved by the Lace House Manager. She shall be advised of any extraordinary security measures deemed necessary.
- The premises will be used in a safe manner, with the LESSEE complying with all rules of the South Carolina Governor's Mansion Complex and the laws of the State of South Carolina, including municipal regulations and ordinances. This includes compliance with all written and stated policies provided herein. **It shall be the obligation of the LESSEE to be familiar with said policies.**
- The areas being rented on the Governor's Mansion Complex are not public forums available for public expressive activity. The facilities and grounds are available for meetings, dining, receptions, or similar functions.
- At the time of application, the LESSEE must provide full information concerning the type and purpose of the event being planned along with all details requested (e.g. time of event, estimated number of guests, representative responsible for payment of fees and damages).

Requests for use of the Governor's Mansion complex should be directed to the attention of Karen Hedgecock at **803-737-2235** or lacehouse@scprt.com.

Procedures:

- Mansion Complex personnel reserve the right to have full access to said areas at any time.
- Lessor shall not be liable for any failure of or delay in the performance of this agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, government orders, or any other force majeure event. LESSEE expressly agrees that the Lace House Manager shall have the sole and exclusive right to determine incidents of force majeure.
- LESSEE assumes liability for all damages to South Carolina Governor's Mansion Complex facilities, equipment, grounds, fountain, etc. caused by himself, his agents or participants, whether accidental, willful or the result of carelessness or negligence.
- LESSEE assumes responsibility and liability and agrees to indemnify and hold the LESSOR harmless for harm or injury to guests and staff while on LESSOR'S premises and for any personal injury or property damage caused in whole or in part by the LESSEE, its members, guests, or business under contract to the LESSEE.
- LESSEE assumes responsibility and liability for any claim or illness resulting from the serving of food or drink at the LESSOR's facility and agrees to indemnify and hold the LESSOR harmless for any such claim or illness.
- LESSEE must adhere to all South Carolina laws concerning the service and/or consumption of alcoholic beverages (beer, wine, etc.) while on the premises.
- LESSEE expressly agrees to pay the rental fees set forth based on the hours of use. The LESSEE signing this rental agreement shall assume all financial responsibility for payment of fees as well as damage to or loss of Governor's Mansion Complex Properties occurring as a result of or during the use of facilitates/grounds and for any personal injury which may occur during or as a result of such use.

Initial: _____

Rental Rules:

Not adhering to these rules, will result in loss of a portion or all of damage deposit.

1. The \$500 damage deposit and the completed RENTAL EVENT PLAN are **due at least 45 days prior to the event.** If there are no damages to the complex and regulations followed, the \$500 damage deposit, will be shredded.
2. Governor's Mansion security staff will be on call at all times during the event. A Lace House employee shall be in attendance of all rental functions.
3. For weddings, a one hour ceremony rehearsal will be scheduled based on availability of the facility and can be confirmed 90 days prior to event. A walk through should be scheduled 90 days prior to event.
4. Must adhere to elevator and dumbwaiter weight limits.
5. All children must be under the constant supervision of a parent or other responsible adult.
6. Smoking is not permitted in the Lace House or on the grounds. LESSEE, guests, and vendors need to go outside complex gates to smoke.
7. No furniture or objects belonging to the Governor's Mansion Complex should be moved without the prior approval of the Lace House Manager or her designee.
8. Nothing is to be affixed to interior or exterior walls, including nails and **command hooks**. Special care must be used when working with florist wire to not damage any woodwork. Any floral containers being placed on furniture need to be dry and water-tight.
9. The following items are not permitted.
 - a) Rice, confetti, birdseed, or litter of any sort
 - b) Fireworks of any sort
 - c) Free standing candles
 - d) Firearms
10. Rose petals and sparklers may be allowed if requested in writing. However, all clean up is the responsibility of the LESSEE.
11. **All florals (including any garlands or wreaths), decorations and equipment placed on premises, inside or outside must be removed within the rental period.** Any items left behind may be disposed of due to lack of storage space. The staff is not responsible for any loss or damage of items that are brought on the premises of the Governor's Mansion Complex before, during, or after the function.
12. **ALL vendor deliveries and pick-ups (cake, lighting, rentals, etc.) must be done within the rental period unless requested in writing and pre-arranged with the Lace House Manager or her designee.** Delivery and pick up of any tent/s must be approved by the Lace House Manager. The use of stakes to secure a tent is prohibited. Water barrels must be emptied at the street not in the landscaping.
13. No alcoholic beverages are permitted to stay on the premises before or after the function. If any alcoholic beverages are left, they will be disposed of immediately.
14. All music must end by 10:00 pm in accordance with county ordinance.
15. Photography of set up and event may be used by Lace House for marketing purposes.
16. Parking is limited to designated areas. The State of South Carolina, the South Carolina Governor's Mansion Complex staff, and the Lace House staff assume no responsibility for any loss, theft or damage to vehicles or personal property that occurs as a result of parking within these parking areas or anywhere on the grounds of the Governor's Mansion Complex.
17. **LESSEE must include the name of APPROVED caterer in the event plan that must be submitted at least 45 days prior to the event.** The Lace House must have proof of current license and insurance requirements prior to event. The APPROVED caterer must adhere to the following policies including the tear down of tables and chairs. **All tear down must be completed before rental period expires.**

Initial: _____

GENERAL CATERING AND BARTENDING POLICIES:

- All caterers and bartenders used must be on the approved list. There is a 10% fee with a maximum cap of \$450 per event.
- Caterers and bartenders are required to schedule a walk-through with the Lace House Manager at least 30 days prior to event. Proof of license and insurance requirements and a signed general policy form must be on file.
- **Caterer and bartender should check in with onsite Lace House staff member when arriving and before leaving the premises.**
- Caterer shall provide all supplies except trash bags.
- If the deep fryer is used on the main level kitchen, the caterer is responsible for supplying the oil for the fryer and it must be cleaned prior to catering staff leaving the Lace House. The grease from the fryer must be removed from the deep fryer and disposed of properly.
- The service of all alcoholic beverages must be terminated at least one half hour prior to the LESSEE vacating the premises and no later than 10:30 pm.
- Discarding of ice must be done in a sink or on street outside gates; not on landscaping.
- At the conclusion of an event, all food and alcohol shall be removed from the Lace House and grounds. The waste may be put in the blue dumpster behind the Lace House.
- **Caterer is responsible for all trash being collected from Lace House & grounds, including loose trash such as bottles.** All 6 large gray trash cans should be emptied into dumpster via trash bags. After all large gray trash cans are emptied, the trash cans should be rinsed and returned to the back porch by kitchen door.
- **Unless prior arrangements are made in writing with the Lace House manager, the caterer is responsible for the set up and tear down of the tables and chairs provided with the Lace House rental as well as any additional tables and chairs rented by caterer or LESSEE.**
- Caterer shall leave the kitchens in the same condition as they found them. Any spills should be cleaned up, including in appliances.
- Caterers and bartenders must adhere to the regulations of the Lace House rental contract, including NO SMOKING in the Lace House or on the SC Governor's Mansion Complex grounds.
- **All tear down MUST be completed before rental period expires to prevent LESSEE from losing their damage deposit.**

CATERER AND BARTENDING REQUIREMENTS: Proof must be provided prior to event.

1. Current State of South Carolina Retail License
2. Current City of Columbia Business License
3. State of South Carolina DHEC Certificate (Grade A Rating required)
4. Proof of Insurance covering:
 - General Liability
 - Per occurrence - \$1,000,000
 - Aggregate - \$2,000,000
 - Liquor liability (if applicable)
 - Per occurrence - \$1,000,000
 - Automobile liability (to include any auto, or scheduled autos, hired autos, and non-owned autos)
 - Combined single limit - \$500,000
 - Workers Compensation – (if you regularly employ four or more employees)
 - For each accident - \$100,000
 - Disease – per employee - \$100,000
 - Disease policy limit - \$500,000

LACE HOUSE INVENTORY OF TABLES AND CHAIRS THAT MAY BE USED WITH RENTAL:

- Ten 60" round tables
- Five 36" round cocktail tables
- Two 6' and Two 8' banquet tables
- 100 gold chiavari chairs

Initial: _____

By signing this document, it is implied that LESSEE has completely read the contents of this rental contract agreement and its policy and procedures, understands and agrees to the terms contained within. No part of the rental agreement or terms and conditions may be altered without agreement by both parties, nor may it be transferred or sublet by the LESSEE.

Please make checks payable to the South Carolina Governor's Mansion and include the date of the event on your check. Address all checks and correspondence to:

South Carolina Governor's Mansion Complex
ATTN: LACE HOUSE
800 Richland Street
Columbia, SC 29201

Contact Information: Karen Hedgecock
Phone: 803-737-2235 / Fax: 803-737-3860
E-mail: lacehouse@scprt.com

_____ I am aware that I must use an approved Lace House caterer.

Signature of LESSEE

Date

Name of LESSEE (Please Print)

HOW DID YOU FIND OUT ABOUT THE LACE HOUSE? Please check all that apply.

_____ Lace House Website

_____ The Knot

_____ Wedding Spot

_____ Social Media, if so, what platform: _____

_____ Word of Mouth

_____ Bridal Show

Other: _____

Section below to be completed by Lace House Manager or Representative.

Signature of Lace House Manager or Representative

Date

FOR LACE HOUSE OFFICE USE:

Contract #: _____

\$2,000.00 Security Deposit Received: _____

Rental Balance Received: _____

\$500.00 Damage Deposit Received: _____

Event Plan Received: _____